SALARY INCREASE MONITORING REPORT
REPORT DESCRIPTION B0003 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain how to generate the Salary Increase Monitoring Report.

REPORT DESCRIPTION:

- This report provides Salary Increases with annual and prior salaries statewide across agencies for all employees except temps.

- The salary increases in this report are provided for specific Action Types like New Hire, Promotion, Reinstatement/Reemployment, Non-Beacon to Beacon, Transfer, Appointment Change, Reallocation, Salary Adjustment, Range Revision, Career Progression, and Band Revision.

- A second report tab provides the summary of Actions and Total Dollars Increased by Action Type. New Hires are excluded in the summary Tab.

REPORT LOCATION:
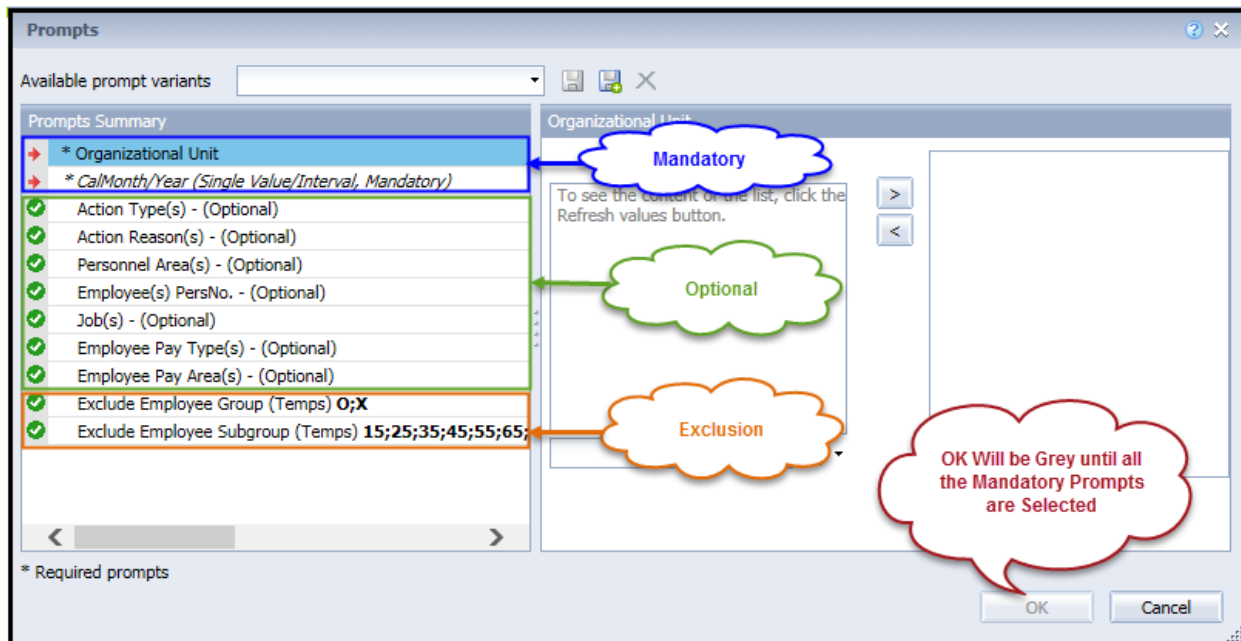
OSHR Executive Oversight

REPORT USES:

- For monitoring compliance to policy for most salary increases.

- Action Monitoring for Executive Requests.

- Use Compa Ratio to evaluate, either at a summary or detail level, how employee salaries are increased within their specific job market.

How to generate this report

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➜) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✔).

➜ *Organizational Unit: To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).
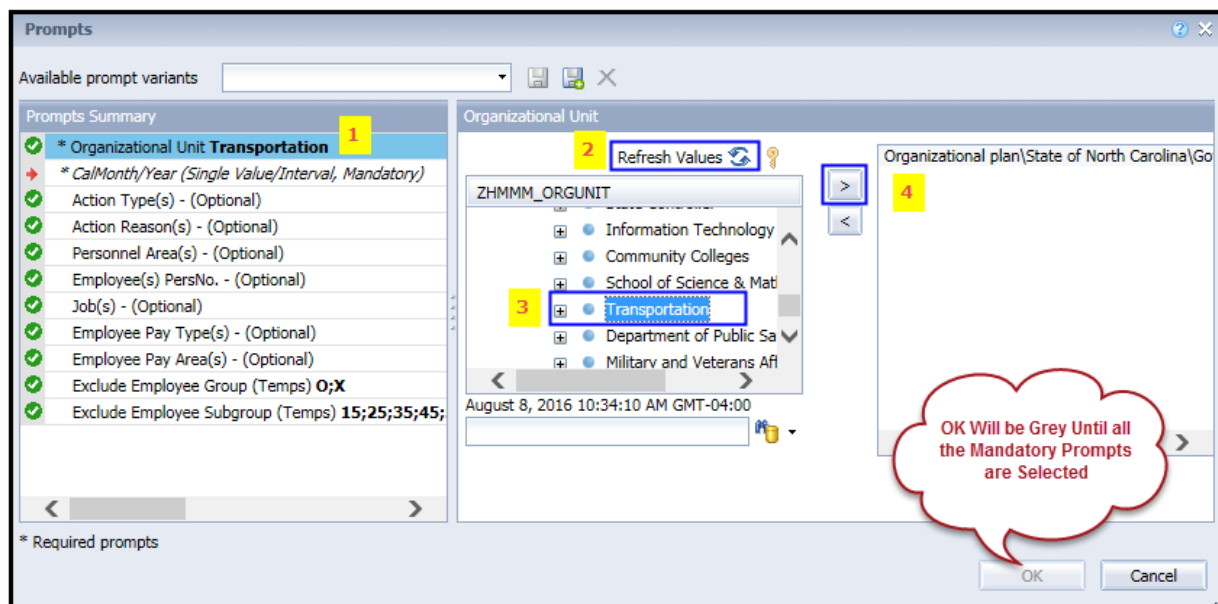
➔ **CalMonth/Year (Single Value/Interval, Mandatory):** To select data for this prompt:
- Make sure the "CalMonth/Year (Single Value/Interval, Mandatory)" prompt selected (1).
- Type in a wildcard year (*YYYY) to search for available months in a specific year (2).
- Click the search icon (3).
- Select the desired date for the low range (4).
- Click the right arrow to add it to the "Start value" box (5).
- Select the desired date for the high range (6).
- Click the right arrow to add it to the "End value" box (7).

Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **Action Type(s) - (Optional):** To select data for this prompt:
  - Make sure the "Action Type(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Action Type (2).
  - Click the search icon (3).
  - Click on the key icon (4) to see the key value for each Action Type.
  - Select
  - **OR,** if the Action Type key or Action Type name is known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Action Type to the selection box (7).

✓ **Action Reason(s) - (Optional):** To select data for this prompt:
- Make sure the "Action Reason(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Action Type (2).
- Click the search icon (3).
- Click on the key icon (4) to see the key value for each Action Reason.
- Select the desired Action Reason (5).
- **OR,** if the Action Reason key or Action Reason name is known, skip steps 2 through 5 and enter it directly in (6).
  - 🗁 *Action Reason is Compounded with Action Type. Therefore, when entering the Key for Action Reason directly in (6), we must enter the Action Type followed by the Action Reason. Example: ZC02 (ZC – Action Type and 02 – Action Reason). If entering Text, enter directly in (6).*
- Click the right arrow to add the Action Reason to the selection box (7).

✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
   - Make sure the "Personnel Area(s) - (Optional)" prompt is selected (1).
   - Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
   - Click the search icon (3).
   - Click the key icon (4) to see the key value for each Personnel Area.
   - Select the desired Personnel Area (5).
   - **OR**, if Personnel Area key or Personnel Area name is known, skip steps 2 through 5 and enter it directly in (6).
   - Click the right arrow to add the Personnel Area to the selection box (7).

✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
  - Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click the search icon drop down arrow and select "Search in key" (3).
  - Click the search icon (4).
  - Click the key icon (5) to see the employee number.
  - Select the desired Employee (6).
  - **OR,** if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
  - Click the right arrow to add the Employee to the selection box (8).

📁 **NOTE:** *Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and you must do a name search, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:*
  Mickey*Mouse*
  *Mouse
If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the "Job(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Jobs (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Job.
- Select the desired Job (5).
- **OR,** if the Job number or Job title is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Job to the selection box (7).

✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
  - Make sure the "Employee Pay Type(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2).
  - Click the search icon (3).
  - Click the key icon (4) to see the key value for each Employee Pay Type.
  - Select the desired Employee Pay Type (5).
  - **OR,** if the Employee Pay Type number or Employee Pay Type name is known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Pay Type to the selection box (7).

✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Pay Area(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Areas (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Employee Pay Area.
- Select the desired Employee Pay Area (5).
- **OR**, if the Employee Pay Area number or Employee Pay Area name is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Employee Pay Area to the selection box (7).

Exclusion Prompts:

Exclusion prompts are indicated with a green check mark (✓) also but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be included in the report.

✓ **Exclude Employee Group (Temps)**
   To remove this exclusion

- Make sure the "Exclude Employee Group (Temps)" prompt is selected (1).
- Select one or more Employee Group(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Group(s) (3).

📁 *NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. To clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.*

✓ **Exclude Employee Subgroup (Temps)**
   To remove this exclusion

   - Make sure the "Exclude Employee Subgroup (Temps)" prompt is selected (1).
   - Select one or more Employee Subgroup(s) to remove from the box on the right (2).
   - Click the left arrow icon to remove the desired Employee Subgroup(s) (3).

NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. To clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

Initial Layout

There are two report tabs available as well as the Report Info tab. Below are sample renderings from each tab.

- **Salary Increase Monitoring Report:** This report provides Salary Increases with annual and prior salaries statewide across agencies for all employees except temps. The salary increases in this report are provided for specific Action Types like New Hire, Promotion, Reinstatement/Reemployment, Non-Beacon to Beacon, Transfer, Appointment Change, Reallocation, Salary Adjustment, Range Revision, Career Progression and Band Revision.

B0003: Salary Increase Monitoring Report

Execution Date : 11/4/16

Calendar Month/Year: 05/2016 - 07/2016

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Personnel Area	Effective Date	Employee	Employee's Name	Position	Position Desc
Z1	Promotion (NC)	01	Promotion	Transportation	5/21/2016	12121212	MOUSE, MICKEY	21212121	Transportation Worker
	Promotion (NC)	01	Promotion	Transportation	6/11/2016	13131313	CARTMAN, ERIC	31313131	Transportation Engineering Manager I
Z2	Reinstatement/Reemployment(NC)	04	Return to State within 5 years	Transportation	5/9/2016	14141414	DUCK, DAFFY	31313131	Accounting Technician IV

Salary Increase Monitoring Report Continued….

Comments?	Employee Pay Type	Employee Pay Area	Employee Pay Group	Employee Pay Level	Annual Salary	Number of Actions	Prior Salary	Salary Change	% Change	Compa Ratio	Flag
X	Banded	Skill Based Pay	30003496	03	35,309.00	1	32,774.00	2,535.00	7.73		#
#	Graded	Annual Salaries	GR82	GR	65,000.00	1	54,880.00	10,120.00	18.44	0.74	#
		Action Type - Promotion (NC)			100,309.00	2					
#	Graded	Annual Salaries	GR65	GR	48,896.00	1	45,896.00	3,000.00	6.54	1.17	#
	Action Type - Reinstatement/Reemployment(NC)				48,896.00	1					
				Total	149,205.00	3					

Click on "X" hyperlink to Jump to "B0022: Comments"

B0022: Comments

Execution Date : 11/4/16

Employee	12121212 - Mickey L Mouse
Organizational Unit	66666666 - DOT DOH DIV 13/2 MADISON MNT
Position	21212121 - Transportation Worker
Infotype	0000 - Actions
Subtype	# - Not assigned
Valid From - Valid To	5/21/16 - 12/31/99

Promotion - Mickey L Mouse # 1096941#

05/12/2016 - SCH#

Effective 05/21/2016, promotion of employee in Madison County
Maintenance, CC# 755575650483. Employee is a HS Grad with 11 years, 3
months of directly related experience with NCDOT. Employeehas a Class
A CDL. Employee has earned the following as per the Employee Skills
Inventory Sheet: 3m1 (520), 3m2 (520), 3m5 (728), 3m7 (1040), 3m8 (416),
3m10 (416), 3m11 (416), 3m12 (416), 4m8 (520), and 4m9 (520). Total
requested salary of $35,309.00 is a 7.73% increase above current salary.
Approved as per the September 18, 2009 Memorandum of Understanding
regarding DOT HR delegated authority. This request has been approved by
the Controlled Substance and Alcohol Program. Approved byDivision
Engineer, J.J. Swain, Jr. on 04/14/2016.#

Approved by Chief Engineer, Micheal L. Holder on 04/14/2016.#

PCR# 1000602175#

- **Summary:** This Reporting tab provides the summary of Actions and Total Dollars Increased by Action Type.

Summary

Execution Date : 11/4/16

Action Type	Total Number	Total Dollars Increased
Reinstatement/Reemployment(NC)	1	3,000.00
Promotion (NC)	2	12,655.00
Total	3	15,655.00

- **Report Info:** The Report Info tab displays the information about the prompts entered.

Report Info

Execution Date : 11/4/16

Prompt Input

Organizational Unit	Transportation
CalMonth/Year	05/2016 - 07/2016
Action Type(s)	Reinstatement/Reemployment(NC);Promotion (NC)
Action Reason(s)	
Personnel Area(s)	
Employee(s) PersNo.	1096941;1211777;1874606
Job(s)	
Employee Pay Type(s)	
Employee Pay Area(s)	
Exclude Employee Group	O;X
Exclude Employee Subgroup	15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;Q5;S5;SI;SO;T5;U5;8E;9E;QE;SE;SL;SR;TE;UE;VE;V5

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

B0003: Salary Increase Monitoring Report
- Action Reason
- Action Type
- **Agency Hire Date**
- **Age Range**
- **Cal Mth**
- **Cal Mth/Yr**
- **Cal Qtr**
- **Cal Yr**
- Comments?
- **Country**
- Effective Date
- Employee
- Employee's Name
- **Employee Group**
- Employee Pay Area
- Employee Pay Group
- Employee Pay Level
- Employee Pay Type
- **Employee Subgroup**
- **Employment Status**
- **ESG CAP**
- **Ethnic Origin**
- **Fiscal period**
- **Fiscal year**
- Flag
- **Gender**
- **Hourly Pay Indicator**
- **Job**
- **Job Branch**
- **Job Family**
- **Length of Serv. as of Date of Action**
- **Next Increase Date**
- Organizational Unit
- **Original Hire Date**
- Personnel Area
- **Personnel Subarea**

- **Pos Addr Street**
- **Pos City**
- **Pos Country**
- **Pos County**
- Position
- **Position Chief**

- **Prior Emp Pay Group**
- **Prior Job**
- **Prior Position**
- Processed Date
- **SOC Code**
- **State**
- **Supv Employee**
- **Supv Position**
- **Valid To**
- Annual Salary
- Emp Reference Salary
- FTE Annual Salary
- Job Reference Salary
- Prior Salary
- Salary Increase Actions
- Variables
  - % Change
  - Annual Salary
  - Emp Ref Salary
  - FTE Annual Salary
  - Job Ref Salary
  - Number of Actions
  - Prior Salary
  - Prompt Response Action Reason
  - Prompt Response Action Type
  - Prompt Response Cal Mth/Yr
  - Prompt Response Employee Pay Area
  - Prompt Response Employee Pay Type
  - Prompt Response Employee PersNo
  - Prompt Response Exclude Employee Group
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Job
  - Prompt Response Organizational Unit
  - Prompt Response Personnel Area
  - Salary Change
  - Compa Ratio
  - Emp / Job Ref Salary
  - Number of Actions Filter
 - Prior Salary Filter
 - Salary Change Filter

Special Report Considerations/Features:

- The salary increases in this report are provided only for specific Action Types like New Hire, Promotion, Reinstatement/Reemployment, Non-Beacon to Beacon, Transfer, Appointment Change, Reallocation, Salary Adjustment, Range Revision, Career Progression and Band Revision.

- Annual Salary and Prior Salary is displayed in two decimal places in this report as the report will have Hourly Salary for Temps

- **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary and FTE Annual Salary.

- The Formula for **Compa Ratio** is *"(FTE Annual Salary) divided by (EMP/Job Ref Salary)"*. And 'Emp/Job Ref Salary' represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.

- There is a default filter applied to the report to calculate Salary Increased Only for **Qualified Action Reasons.**

- If one or more completed PCRs exist for an action, the "Processed Date" available object is populated with the date from the most recent processed PCR action. If no completed PCR exists for the action, the Processed Date is populated with the "Changed on" date from the action infotype.

- Please do not change the default Report Filter as the changes will affect the Report Results.
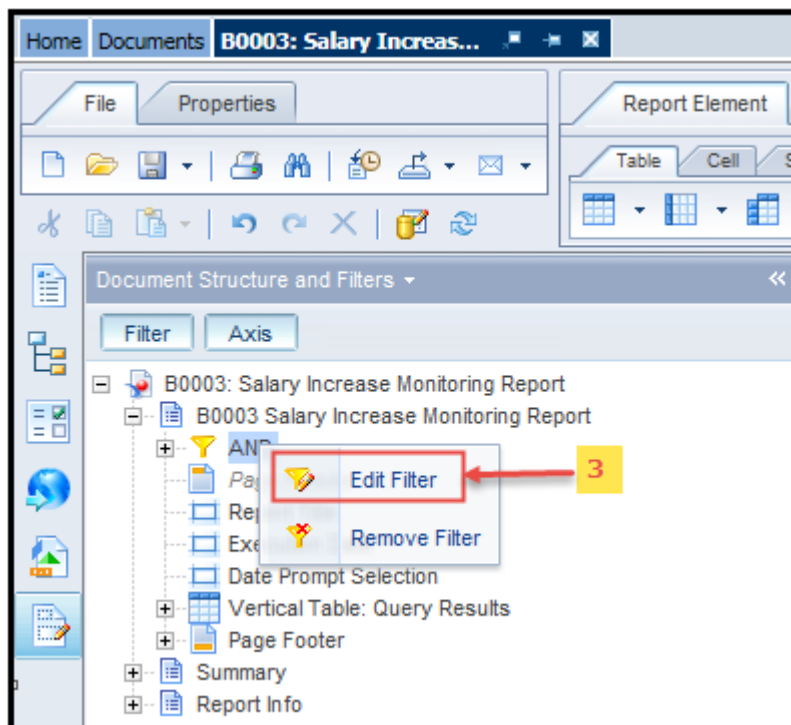
    To check the default filters:

- Make sure that Design Mode is selected.
- Click the 'Document Structure and Filters' icon located in the left side panel of the report (1).
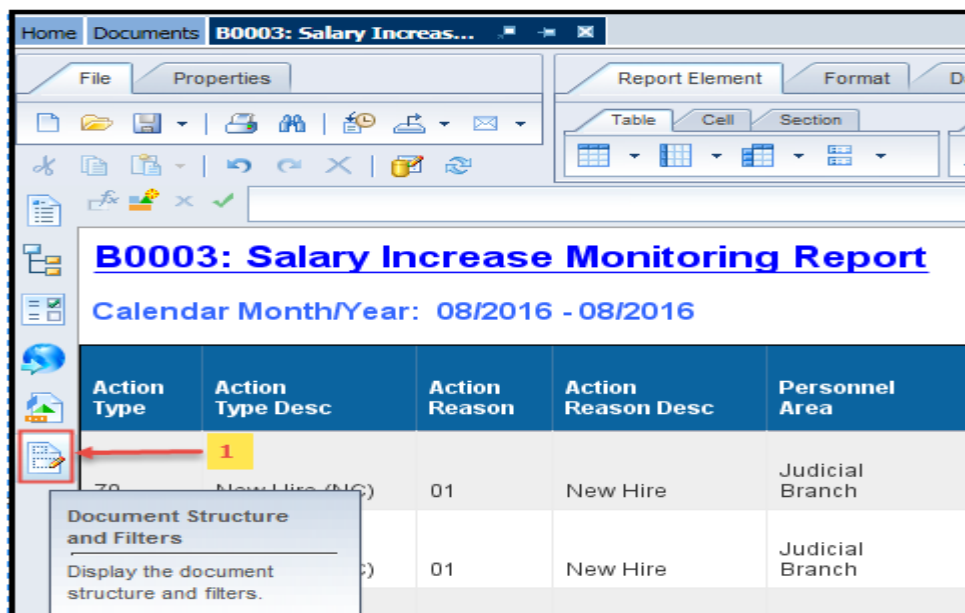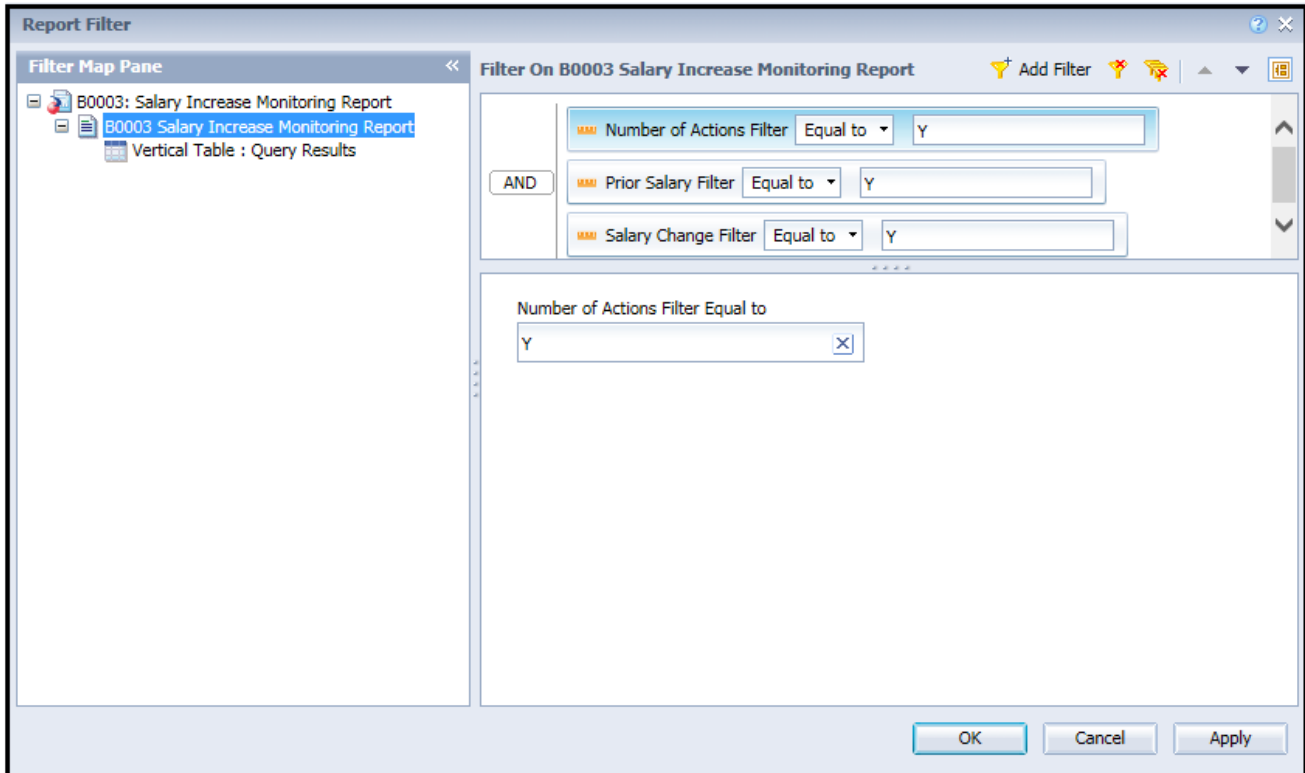
- Expand 'B0003 Salary Increase Monitoring Report' (2)
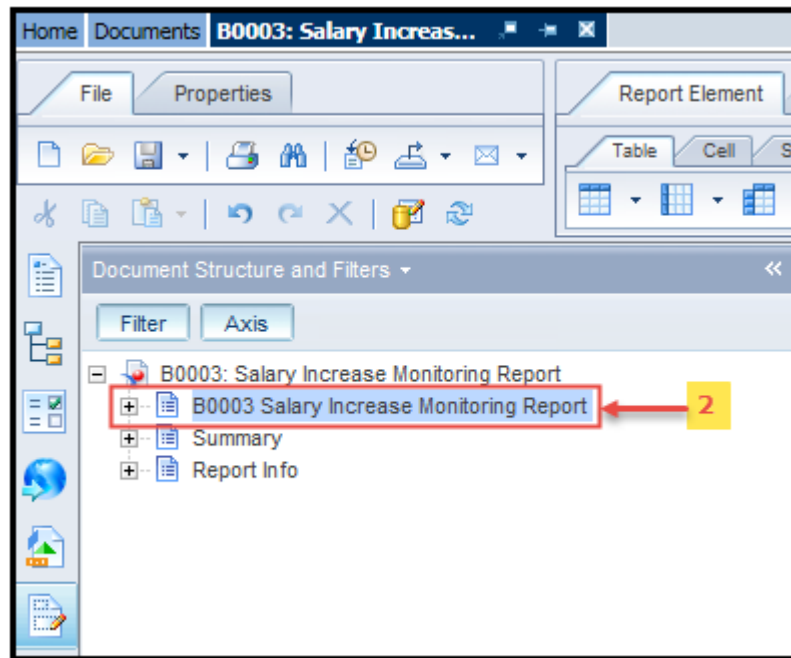
- Right-mouse click on Filter and click *Edit Filter* (3).

- When the Edit screen pops up, the applied default filters will display.

**To change the breaks in the Report when exporting the data to Excel:**

👉 *By default, a break is applied in the report on Action Type to avoid repeated values in the Column.*

To see the repeated values for the above column in Excel, remove the break in the report before exporting the data to Excel.
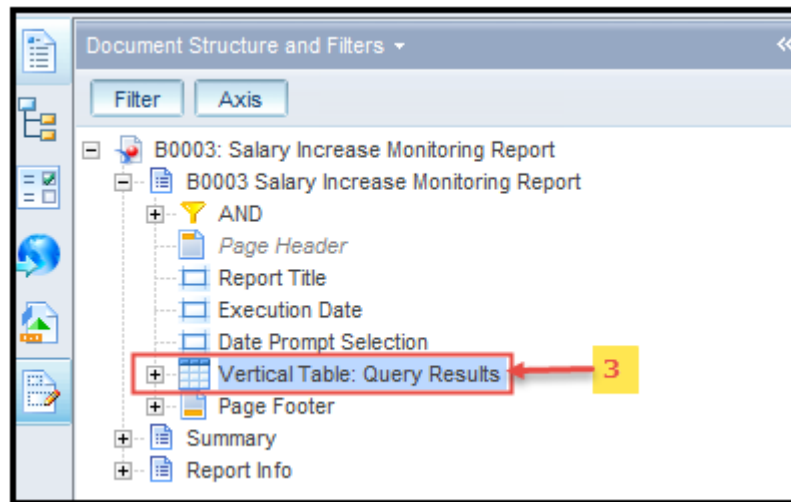
- Make sure that Design Mode is selected.
- Click the 'Document Structure and Filters' icon located in the left side panel of the report (1).
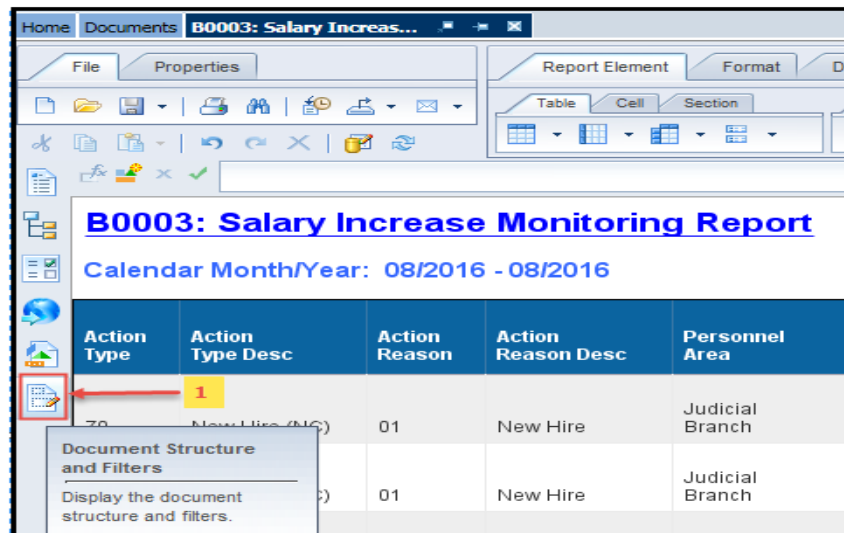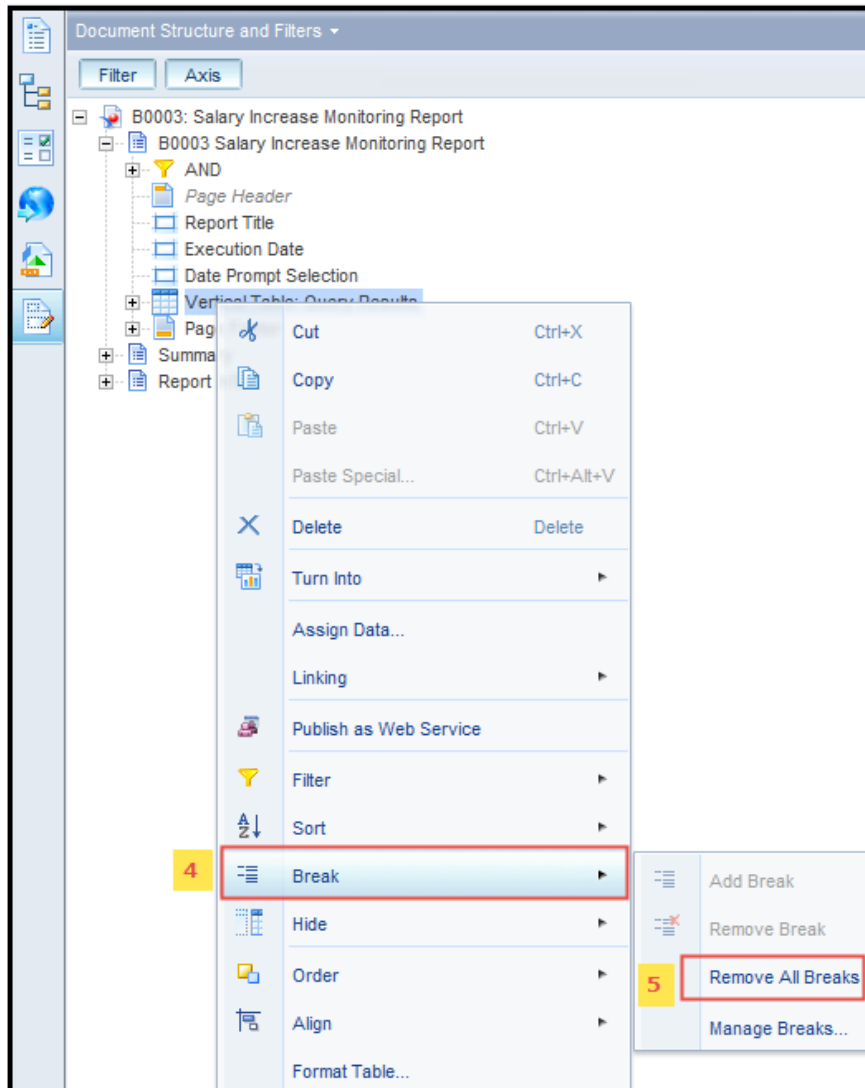
- Expand 'B0003 Salary Increase Monitoring Report' (2)
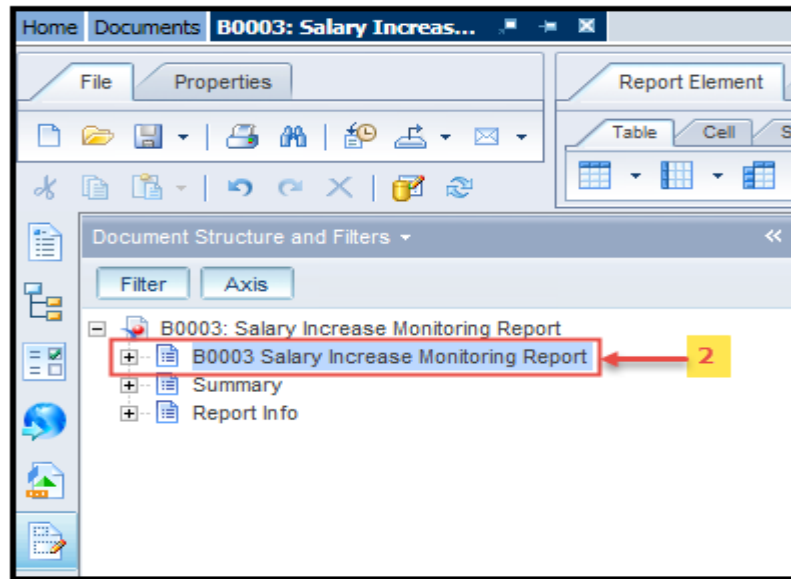
- Right-mouse click on 'Vertical Table: Query Results' (3).

- Go to Break (4) and click Remove All Breaks (5)

- Now the repeated values in all columns are visible, and the report can be exported to Excel in the same format.

B0003: Salary Increase Monitoring Report

Calendar Month/Year: 05/2016 - 07/2016

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Personnel Area	Effective Date	Employee	Employee's Name	Position	Position Desc
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Z2	Reinstatement/Reemployment(NC)	04	Return to State within 5 years	Transportation	5/9/2016	14141414	DUCK, DAFFY	31313131	Accounting Technician IV

Change Log:

Effective 10/27/2016 Initial report creation to convert from BI to BOBJ.
Effective 12/2017 The Processed Date available object was modified to be populated with the date from the most recent processed PCR action from the completed PCR. If no completed PCR exists, the Processed Date is populated with the "changed on" date of the action.
Effective 4/25/2019 Added Prior Employee Pay Group and Prior Job to Available Objects. Link to this report PDF has also been made available from the Report Title on the first report tab.
Effective 5/21/19 **NO** changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.